

# Monroe Correctional Complex

WSRU – Lockdown

Restricted Movement Plan MSU/TRU/IMU/SOU

## OFFENDER NOTIFICATION

**EFFECTIVE 02/09/11 THRU 02/11/11 1400 HRS**

**48 HOUR PLAN**

*This plan may be altered at any time by the Incident commander.*

*Another plan will be issued prior to this plan's expiration.*

The following areas of WSRU will be impacted with the water line replacement on Thursday, 02/10/11.

- The whole 3 Block area
- The Hospital all floors
- The IK front scullery (not an issue with the lock down as inmates being fed using clam shell trays)
- All four cell blocks – not impacting showers

Shower water will not be impacted. The shutdown is expected to take approximately 1 hour, with the project completion to be done by 14:30 hrs.

### Offender Orientation

- None during this operational period for all areas of the facility.

### Offender Workers

- Laundry – No workers during this operational period. Linen exchange will be completed by staff at cell front.
- Food Service Department –
  - 25 MSU offenders will be allowed to work in the Food Service Department at WSRU back IK. Escorts will be provided by MSU R&M to receiving and release.
  - TRU offenders move to the IK at 0500 hrs as posted on the callout. The next shift of workers move to the IK at 1230 hrs as identified on the callouts.
- Maintenance – 2 MSU offender maintenance workers will be allowed. 1 offender for the motor pool and 1 offender for the waste water treatment plan.
- Unit Workers – One WSR tier porter will be allowed out on each side of the unit as staff time allows cleaning tiers. The tier porter will be allowed to take a shower if requested. TRU Porters have been delivering ice to cell front only.
- Grounds Crew – None during this operational period.
- Shuttle Driver – None during this operational period.
- Industry Workers –
  - Incident commander has authorized CI to have 18 workers from MSU to work in the mattress factory in building 4. Assigned MSU offenders will be allowed to work in the commissary and warehouse. MSU - CI Asbestos Abatement Crew is authorized 5 offenders to work with John Orton, Crew Supervisor.
  - TRU Correctional Industry workers leave the unit at 0730 and return to the unit at 1530 hrs.

### Cleaning Supplies

- WSRU –
  - Cleaning supplies will be issued Friday 02/11/11. The cleaning supplies will issued from 0830 hrs - 1050 hrs, 1230 hrs - 1530 hrs, and 1800 hrs - 2050 hrs.
  - There will be no mops or brooms issued.
  - No more than 2 cells will be issued cleaning supplies at a time.
  - Offenders will have no more than 10 minutes to clean their cells.
- TRU/MSU/SOU/IMU –
  - Cleaning supplies are being done by tier for exchange.

### Meals

- WSRU meals will be served at cell front.
- TRU/MSU/SOU/IMU will complete mainline using the normal process.

### Health Care

- Pill line – Pill line will be conducted at cell front at WSRU. TRU/MSU/SOU/IMU will complete pill line using the normal process.
- Diabetic services – Diabetic services will be completed at cell front at WSRU. TRU/MSU/SOU/IMU will complete diabetic services using the normal process.
- Mental Health - If an emergency request exists, unit staff will contact MH. TRU/MSU/SOU/IMU will complete mental health services using the normal process.

- Dialysis Services - Identified offenders on the callout sheets needing dialysis will be escorted over to the fourth floor hospital dialysis room. Dialysis will occur on Monday, Wednesday, and Friday. Offenders will eat breakfast in their cell.
- Emergency medical needs will be assessed by medical personnel, as required at cell front.

### **Showers**

- Showers will be conducted on Wednesday, 02/09/11 during the following time periods.  
0830 hrs - 1050 hrs  
1230 hrs - 1530 hrs  
1800 hrs - 2050 hrs
- TRU/MSU/SOU/IMU will complete showers using the normal process.

### **J-Pay**

- J-Pay use will be on a limited basis and with approval from the Incident Commander.

### **Telephone Calls**

- Phone calls will be on Thursday, February 10<sup>th</sup>. Telephone calls will be limited to 20 minutes.
- Call times are:  
8:30 - 10:50 am  
12:30 - 3:30 pm  
6:00 - 8:50 pm
- Legal phone calls will be requested through the Unit Manager for offenders who have a legal deadline.
- TRU/MSU/SOU/IMU will complete phone using the normal process.

### **Laundry —**

- Laundry services will be completed at the direction of the Unit Sgt/Unit Manager.
- TRU/MSU/SOU/IMU will complete laundry using the normal process.

**Recreation** – None during this operational period. Offenders are encouraged to exercise in cell at this time.

**Mail** – Mail is picked up as normal and delivered at cell front by staff.

**Property/Clothing Room** – None during this operational period.

**Offender Forms** – Staff will deliver forms at cell front at WSRU as time allows. Other areas of the facility will continue with normal practice.

**Offender Supplies** – other areas of the facility will follow normal process for delivering this supplies.

- Toilet paper will be exchanged one for one once a day at WSRU.
- Envelope Process:
  - A supply of pre-franked envelopes will be delivered to the WSR Shift Commander's Office by the Commissary.
  - Shift Commander will divide the 500 unit boxes equally and ensure delivery of these to the living units.
  - Living unit staff will provide no more than 5 envelopes to any individual offender.
  - The staff will have the offender complete a Store Order form to be debited for the envelopes and ensure the offenders DOC # is written on each envelope to prevent using them as currency.
  - Living Unit Sgt's are responsible for ensuring all completed Store Order Forms are collected and returned to the Shift Commander's Office.
  - Shift Commander will deliver all completed forms to the Offender Store staff.

### **Store Order/Delivery**

- MSU/TRU/IMU/SOU will order/receive store as normal.
- WSRU Store Process:
  - C/D - The stores will be delivered approx. 0800 hrs with the unit supplies on Wednesday 02/09/11.
  - A/B will be delivered to the unit at approx. 0800 hrs on Friday 02/11/11.

**Law Library Access** – Offenders may access Law library resources by submitting a kite to the Unit Manager

**Visiting** – NO VISITING.

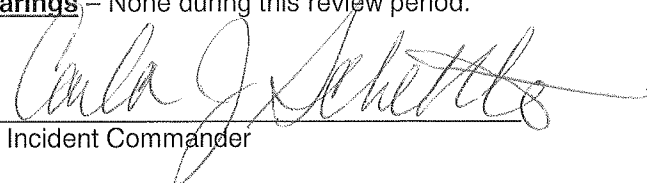
**Education** – No education during this operational period.

**Classification** – Counselors will walk the tiers morning and afternoon during this operational period.

**Religious Service** – No religious services during this operational period. A Chaplain will complete a walkthrough of the units at WSRU on a daily basis.

**Disciplinary Hearings** – None during this review period.

Approved by:

  
Incident Commander